

**Town of Natick
Job Description**

Position Title:	Community Planner	Grade Level:	3
Department	Community and Economic Development	FLSA Status	Exempt
Reports to:	Director of Community and Economic Development		

Statement of Duties

The Community Planner is responsible for the management operation of Natick’s Community Preservation Act (CPA) program, in addition to affordable housing supporting the Natick Affordable Housing Trust (NAHT), the preservation of historic structures and districts, and arts & culture projects.

Supervision

Under the general direction of the Director of Community and Economic Development, the Community Planner is expected to work both collaboratively and independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements.

Supervisory Responsibility

The Community Planner position does not require the regular supervision of employees but may supervise the work of volunteers, interns, or consultants.

Accountability

The Community Planner must be ethically responsible for their work products. Consequences of missed deadlines, document errors, or poor judgment could result in excessive costs, delay of service delivery, or legal repercussions to the municipality.

Judgment

The work of the Community Planner requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions and determining actions to be taken within the limits of standard or accepted practices. Judgment is used in analyzing specific situations to determine appropriate actions.

Complexity

The work of the Community Planner consists of applying various concepts, practices, and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions, or unusual circumstances; inspecting, testing, or evaluating compliance with established standards or criteria; gathering, analyzing, and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work. Errors could result in delay or loss of service and possible legal ramifications.

Confidentiality

The Community Planner has access to confidential information obtained during the performance of the regular duties of the position. Such information shall remain confidential.

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Work Environment

- Work performed by the Community Planner is typical of a municipal office environment, with occasional exposure to outside elements. Majority of work is performed in a moderately noisy work environment, with frequent interruptions. Operates all department computers and technologies, telephones, copier, scanner, and all other standard office equipment.
- The Community Planner will have frequent contact with Town department staff, public officials, general public, vendors, consultants, and outside agencies and organizations. Contacts require a high degree of tact, diplomacy, and confidentiality.
- The Community Planner may be required to work beyond regular business hours to attend evening meetings or completing work assignments.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed by the Community Planner. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Management and operation of the Town's Community Preservation Act (CPA) program, which includes working with the Community Preservation Committee (CPC), management of CPA projects and funding, grants review, reporting, and other associated tasks relative to CPA.
- Lead and support Natick's affordable housing efforts, which include monitoring, reporting, and working collaboratively with WestMetro Regional Consortium, the RHSO, and Natick Affordable Housing Trust (NAHT).
- Collaborate project review with the Historical Commission and Local Historic Districts. Collaboration with all appropriate town functions.
- Serve as a project manager on various planning topics relative to housing, historic preservation, arts & culture, and other associated planning topics.
- Research, prepare, and implement grant and funding opportunities.
- Serve as an active member of the CED team, with the implementation of Natick 2030+ and other short and long range planning efforts.
- Dedicated to working with various boards, commissions, and committees to aid the community in achieving its goals relative to CPA, housing, historic preservation, and arts & culture.
- Work in collaboration with Natick Center Cultural District and Natick Center Associates to implement creative opportunities to integrate cultural traditions and artistic expression throughout civic life.
- Manage and assist in the management of projects related to arts and culture events, including program design and execution.

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Knowledge and Abilities

- Knowledge of general planning concepts, housing, open space,- historic preservation, arts & culture.
- Knowledge of municipal planning principles, methodologies, and functional elements, as well as the competence and experience to apply such principles to develop and implement programs and practices to guide and manage sound and effective community development effectively.
- Negotiation, problem resolution, and interpersonal skills demonstrated through similar experience.
- Knowledge of M.G.L. Chapter 40A, Chapter 40B, Chapter 44B (Community Preservation), and other applicable State and Federal regulations and programs.
- Knowledge of affordable housing programs and legislation in Massachusetts.
- Ability to communicate effectively orally and in writing with state and federal agencies, engineers, land surveyors, architects, contractors, developers, property owners, supervisors, employees, and the general public.
- Knowledge of personal computer systems including, Microsoft Office and Google software.
- Ability to prioritize, scope, budget, establish timelines relative to project management.
- Ability and willingness to learn through continuing education opportunities.

Education

A Master's degree in planning, architecture, landscape architecture, construction management, public administration, public policy, social work, project management, or related field.

Experience

Minimum of two (2) years of experience in municipal government, housing, planning and development, community development, and/or project management.

Other

A valid Driver's License is required

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.